**FULL NAME**

Phone Number | Email Address | LinkedIn Link | City, State, Zip Code

**PROFESSIONAL SUMMARY:**

A short paragraph summarizes and includes your years of professional experience, accomplishments, skills, and strengths as they **relate** to the position that you are applying for.

**KEY SKILLS:**

* Skills related to the position
* Skills related to the position
* Skills related to the position
* Skills related to the position
* Skills related to the position
* Skills related to the position

**PROFESSIONAL EXPERIENCE:**

* (Action Verb + What You Did [add some details] + Reason + Outcome **OR** Quantified Results)
* (Action Verb + Outcome **OR** Quantified Results + What You Did [add some details])
* (Action Verb + What You Did [add some details] + Reason + Outcome **OR** Quantified Results)
* (Action Verb + Outcome **OR** Quantified Results + What You Did [add some details])
* (Action Verb + What You Did [add some details] + Reason + Outcome **OR** Quantified Results)
* (Action Verb + Outcome **OR** Quantified Results + What You Did [add some details])
* (Action Verb + What You Did [add some details] + Reason + Outcome **OR** Quantified Results)
* (Action Verb + Outcome **OR** Quantified Results + What You Did [add some details])
* (Action Verb + What You Did [add some details] + Reason + Outcome **OR** Quantified Results)
* (Action Verb + Outcome **OR** Quantified Results + What You Did [add some details])
* (Action Verb + What You Did [add some details] + Reason + Outcome **OR** Quantified Results)
* (Action Verb + Outcome **OR** Quantified Results + What You Did [add some details])

**EMPLOYMENT HISTORY:**

* **Your Title | Company Name | City, State, Zip Code | MM/ YYYY - Present**
* **Your Title | Company Name | City, State, Zip Code | MM/ YYYY – MM/ YYYY**
* **Your Title | Company Name | City, State, Zip Code | MM/ YYYY - MM/ YYYY**
* **Your Title | Company Name | City, State, Zip Code | MM/ YYYY - MM/ YYYY**

**EDUCATION:**

* Degree | School Name
* Degree | School Name

**AWARDS/ RECOGNITIONS/ VOLUNTEER WORKS:**



**Here's a comparison of Doer vs. Achiever resume bullet points:**

**Doer (Focuses on Responsibilities & Tasks)**

*(Action Verb + What You Did + Reason + Outcome/Quantified Result)*

* Managed social media accounts to improve engagement and brand awareness, resulting in a 15% increase in follower growth.
* Developed training materials for new employees to streamline onboarding and ensure consistency.
* Assisted in data analysis to identify trends and support decision-making in marketing campaigns.

**Achiever (Focuses on Impact & Results)**

*(Action Verb + Outcome/Quantified Result + What You Did)*

* Increased social media engagement by 15% by implementing targeted content strategies and audience analytics.
* Reduced onboarding time by 30% by designing comprehensive training materials for new employees.
* Identified key marketing trends through data analysis, contributing to a 10% improvement in campaign ROI.

**Key Difference:**

* **Doer**: Emphasizes tasks and responsibilities.
* **Achiever**: Highlights measurable results and impact.

**Functional Resume:**

**Best for:** Career changers, those with employment gaps, or those with diverse skills.  
**Structure:**

1. Contact Information
2. Professional Summary
3. Skills & Achievements (Grouped into categories relevant to the job)
4. Work Experience (Briefly listed, sometimes without dates)
5. Education
6. Certifications/Awards (If applicable)

**Pros:**

* Focuses on skills rather than job history
* Great for highlighting transferable skills
* Helps downplay employment gaps

**Cons:**

* Can be seen as hiding lack of experience or employment gaps
* Less favored by recruiters, as it lacks a clear work history

**Which One Should You Use?**

* Use a chronological resume if you have a stable work history and want to show career growth.
* Use a functional resume if you are switching careers, have employment gaps, or want to emphasize skills over job titles.

A combination resume (mixing both styles) is also an option if you want to highlight both skills and work history.